



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

DATE: January 11, 2023 PPL No. 23-002

TO: Local Governmental Agency (LGA) Coordinators for the Targeted Case Management (TCM) Program

SUBJECT: Ongoing Electronic Submission of TCM Invoices after the Public Health Emergency

PURPOSE: Effective the date of this PPL, LGAs participating in the TCM program are required to electronically submit invoices for the TCM program. This PPL supersedes PPL 20-015.

REFERENCE: [TCM Provider Manual](#)

BACKGROUND:

Due to the Public Health Emergency, caused by the outbreak of the novel coronavirus known as COVID-19, the Department of Health Care Services (DHCS) issued PPL 20-015, which permitted LGAs to electronically submit invoices. DHCS will now require ongoing electronic invoice submission per the process provided below.

Electronic Invoice Submissions Now Required

An LGA must submit TCM invoices via email to TCM Program Analyst using one of the two options listed below. Hard copies of invoices are not required to be mailed to DHCS. The date that the LGA Coordinator emails its cover letter and invoice(s) to DHCS will be considered the postmark date, which will be the date used to determine whether an invoice was submitted timely per Section 8 of the TCM Provider Manual.

Option 1

- The LGA Coordinator may submit a scanned color copy of the cover letter and invoice(s) via email to their TCM Program analyst. The signature on the scanned color copy of the invoice must match the signature provided on the LGA Signature Authority Request Form.

Option 2

- The LGA Coordinator may submit a cover letter and invoice by any electronic method of their choice. Examples of electronic signing methods are DocuSign, Adobe, scanned Adobe PDF, etc. If the LGA chooses to utilize the DocuSign method, the LGA's Authorized Signer's initiation of the DocuSign invoice must include a location designation on each invoice for the signature, date, and title for the LGA Authorized Signer, the TCM Analyst, and the TCM unit manager. The electronic signature on the DocuSign invoice must match the name provided on the LGA Signature Authority Request Form.

Once the TCM analyst receives the electronic submission, they will email the LGA to confirm receipt.

Please reference Section 8 of the TCM Provider Manual for any questions regarding this PPL.

Sincerely,

ORIGINAL SIGNED BY

Brian Fitzgerald, Chief
Local Governmental Financing Division
Department of Health Care Services